



## MEMORANDUM

**TO:** Superintendents  
LAS Links English Proficiency Assessment Administrators

**FROM:** Dr. Michele Walker, Director  
Office of Student Assessment

Lauren Harvey, Assistant Director  
Office of English Language Learning & Migrant Education

**DATE:** December 5, 2008

**SUBJECT:** LAS Links English Proficiency Assessment Pre-Test Workshops

As required by the No Child Left Behind Act, the annual LAS Links English proficiency assessment will be administered in Spring 2009 to all limited English proficient (LEP) students. The LAS Links English proficiency assessment measures annual growth in the English language domains of listening, speaking, reading, writing, and comprehension. This statewide administration must include all LEP students in grades K-12 (*as well as any students that scored an Overall Level 5 on LAS Links for the first time in Spring 2008*). Students scoring fluent (Level 5) on the LAS Links Placement Test in Fall 2008 need not be included in the Spring 2009 administration.

The Spring 2009 test administration window is January 26, 2009 through February 27, 2009. In preparation for the test administration, the following schedule of train-the-trainer pre-test workshops has been developed:

<b>Friday, January 9</b>	<b>Monday, January 12</b>
<p>Park Hill Learning Center (auditorium) 1000 Prospect Avenue New Haven, IN 46774 Park in the front of the building (260) 446-0120</p>	<p>MSD Pike Township Training Center Horizons Room (near east entrance) 6321 La Pas Trail Indianapolis, IN 46268 Parking available surrounding building (317) 387-2593</p>
<b>Tuesday, January 13</b>	<b>Wednesday, January 14</b>
<p>Jasper High School (community room) 1600 St Charles St Jasper, IN 47546 Park in main lot, room entrance is separate from main school entrance (812) 482-6050</p>	<p>H. Dean Evans Administrative Building MSD of Washington Township 8550 Woodfield Crossing Blvd Indianapolis, IN 46240 Park in main lot and use main entrance (317) 845-9400</p>
<b>Thursday, January 15</b>	<b>Friday, January 16</b>
<p>Riley High School (auditorium) 1902 S. Fellows St. South Bend, IN 46613 Limited parking is on the north side of the building but most of the parking is on the south side. Enter by Door 20 on the north side or the main entrance on the south side. (574) 283-8900</p>	<p>Northwest Indiana Education Center 2939 41st Street Highland, IN 46322 Park and enter at west end of middle school (219) 922-0900</p>

All workshops are scheduled from 9 a.m. to noon (local time). The workshop will cover test design and format, test administration guidelines, scoring the Speaking domain, and procedures for receiving and returning test materials. Participation in the workshop is recommended for staff needing a refresher and for new staff responsible for administering LAS Links. Workshop registration for each site is required. Registration will remain open until January 16, 2009 or until a session has met the 100 person maximum attendance. Access <https://dc.doe.state.in.us/DOEOnline/Events/index.aspx> to register.

For questions about implementation or training, please contact the Office of English Language Learning & Migrant Education at 317-232-0555 or 800-382-9962.